

# Severns Valley Baptist Church



## After School Program 2010-2011 Handbook

## Greeting to Parents

**Dear Parents,**

**The Child Development Center is a ministry of Severns Valley Baptist Church. Our mission is for Jesus Christ to be at the center of everything we do as we strive to show His love to all people. Our goal is to provide a safe, clean, Christian, learning environment for your children.**

**It is our pleasure to serve you and your family. We are very excited you have made us your childcare program of choice. Please feel free to make any suggestions in helping us with this ministry.**

**It is also our goal to provide a program that balances your child's physical, mental, social, and spiritual development.**

**Thank you for giving us the opportunity to minister to you and your children.**

**In Christ,**

**Julie Clark  
Director of Child Development Center**

## Table of Contents

Greeting to Parents	2
Table of Contents	3
General Policies	4, 5, 6
Days and Times of Operation	7, 8
Fees	9
Discipline Policy	10, 11
Daily Schedule	12
Daily Activities	13
General Information	14, 15

## General Policies

### Immunization Records

Immunization records must be up to date and turned in upon registration.

### Absenteeism

Please call the Child Development Center at 737-4151 if your child will be absent. If a child misses two weeks without notifying the Child Development Center, that child can no longer attend without registering again for the program.

### Illness

- If a child has a temperature of 101 degrees or above, the child cannot come to the Child Development Center. If a child gets a temperature of 101 degrees or above while at the Center, the child must be picked up immediately.
- If a child has consistent vomiting or diarrhea, the child cannot return to the Center. If a child has consistent vomiting or diarrhea while at the Center, the child will have to be picked up immediately.
- **A CHILD MUST BE SYMPTOM-FREE FOR 24 HOURS BEFORE THE CHILD CAN RETURN TO THE CENTER.**

### Appropriate Dress

- Dress children appropriately for weather conditions and for playing in the playgrounds and gym. Children need to wear tennis shoes when playing in the outdoor playground and gym.
- Socks must be worn to play in the indoor playground.
- All jackets and sweaters must be labeled with the child's name.

### Sign In Sheets

- All children must sign in daily.
- Parents and/or guardians must sign out their child/children daily listing time of departure.

\*\*\*All names of adults picking up your child are required to be in the child's file.

## General Policies

### Transportation

Severns Valley provides transportation from the following schools:

Lincoln Trail Elementary, ECA (Elizabethtown Christian Academy), Morningside Elementary, Helmwood Heights Elementary, T. K. Stone Middle School, and Rineyville Elementary.

The following schools provide transportation to Severns Valley:

G. C. Burkhead Elementary, Heartland Elementary, New Highland Elementary, and Bluegrass Middle School.

### Groups

Each child will be placed in his/her appropriate age group: Kindergarten through 1st grade, 2nd through 3rd grade, and 4th grade through 6th grade.

\*\*Each child will be escorted to and from each room with their group. Children will not be in the hallways without an escort.\*\*

### Rooms

Homework Rooms

- The Homework rooms are open until all homework has been completed for that day. Each room, of no more than 9 students, has adult supervision with certified staff.

Worship Time

- Worship occurs daily between 3:30pm-4:00pm.

Station Rooms

- Each age group has a station room where the children can play Lego's, puzzles, color, computer games, crafts, centers, etc. Each age group will go to different station rooms during their daily schedule.

Gym

- Organized games and other activities like jump rope, hula hoop, basketballs, etc.

## General Policies

### Items From Home

- Children are not to bring valuables to the After School Program. If items are brought, the item will stay in the office until the following Friday and then the item will be given to the parent/guardian.
- Candy and/or gum are not to be brought to the After School Program as well. If children come with candy and/or gum, they will be asked to keep it in their backpack or it will be placed on the front desk.



## Days & Times of Operation

### Days of Operation

The After School Program will begin the first day of school and will run through the school year until Summer Day Camp starts.

### Times of Operation

After School begins around 2:30 p. m. (or the arrival time of the children) until 5:30 p. m.

For late pick-ups, there will be a fee charged after 5:30 p. m. (See Fees)

### Pick Up Policy

If someone other than the individuals listed on the child's registration form is picking up your child, you must notify us.

Please complete the following steps:

1. Write a letter explaining who is picking up your child.
2. Sign the letter and date it.
3. We will need to make a copy of the individual's driver's license when they come to pick up your child.

These steps have to be completed before the child is picked up.

**\*\*\*We will not allow anyone to pick up your child who is not on the list unless these steps are completed.\*\*\***

### Snow Days & Emergency Days

All Day Care will be provided for snow days and/or emergency days. If school is called off early due to weather or an emergency, we will not charge extra for that day.

**\*\*\*If school dismisses early for any reason, the children will be dropped off at Severns Valley. We will also provide transportation for the schools that we regularly pick up. See Transportation**

## Days & Times of Operation

### All-Day Care

- All-Day Care will be provided whenever Hardin County Schools or Elizabethtown Independent Schools are out. This includes snow days, emergency days, professional development days, Fall Break, part of Christmas Break, and Spring Break.

#### **EXCEPTION**

**The Center is closed on Labor Day, Memorial Day, and the week of Christmas.**

- A sign up sheet will be available for All-Day Care.
- Parents are required to sign up for All-Day Care in order to adequately staff the program.
- Parents need to provide a sack lunch including a drink for All-Day Care. Please send lunch items that do not need cooking or heating.
- The cost for All-Day Care is \$15.00 per day, per child.
- You will be billed for All-Day Care following the days that your child has attended. You will actually receive the bill when All-Day Care is completed.
- All-Day Care will be open from 6:45 a.m. to 5:30 p.m.
- Some field trips might be included during the Fall Break, Christmas Break, and Spring Break. You will be notified of an upcoming field trip. Permission forms are required for each trip and the forms can be acquired at the front desk.
- Morning and afternoon snacks are provided for All-Day Care.

\*\*\*\*If there are any food allergies or any other nutritional concerns about your child, please inform the Director.\*\*\*\*

## Fees

### Registration Fee

- An annual \$30.00 registration fee is required for each child. The registration fee and the first payment are due upon enrollment. The registration fee covers expenses such as supplies for the rooms, replacing worn materials, snacks, and training for staff.

REGISTRATION FEE IS NON-REFUNDABLE.

### Basic Fees

- **The cost for After School is \$37.00 per week.**
- **For All Day Care, the cost is \$15.00 per day per child.**

### Policy Guidelines for Payments

- **Payment is due every Monday for weekly payments.**
- **Payments need to be given to the Ministry Assistant of Administration, on Monday 8:00am-5:30pm and Tuesday through Friday 8:00am-4:45pm.**
- **Write your child's name on the memo section of your check.**
- **Refunds will not be given for a child's absence.**
- **Accounts that are behind will receive a letter.**

**IF PAYMENTS ARE NOT PAID IN FULL AFTER TWO CONSECUTIVE WEEKS, THEN YOUR CHILD CANNOT RETURN TO THE AFTER SCHOOL PROGRAM. COMPLETE PAYMENT HAS TO BE MADE FOR YOUR CHILD TO RETURN.**

### Policy for Late Pick Ups

The center closes at 5:30 p. m. If children are picked up after 5:45 p. m., there will be a late fee of \$5.00 per child. An additional charge of \$5.00 per child will incur every 15 minutes thereafter.

## Discipline Policy

### Goal for Discipline

Our purpose for discipline is to guide the children to become followers of Jesus Christ and to develop them into strong believers. The source of our discipline is discipleship. "Train up a child in the way he should go, even when he is old he will not depart from it." Proverbs 22:6

### Give Me Five

"Give Me Five" is a phrase that we use to help get the children's attention. When we request this, the children raise their hands and give us "Five" fingers. The "Five" also represents five main rules that we have here in the After School Program. "Give Me Five" rules:

1. Listen & Follow Directions
2. Godly Words
3. Hands & Feet to Myself
4. Walk & Escorted in Hallways
5. Have Fun!!!

### Disciple Procedure

1. Children are warned at least 3 times.
2. Children receive a time out for the amount of time equivalent to their age.
3. If the child continues to choose unhealthy behavior, the afterschool Team Leader will talk to the child.
4. The child will talk with the Director if the unhealthy behavior continues. The child will receive additional consequences such as the loss of a room at the discretion of the Director.

## Discipline Continued

### Communication To Parents

We want to keep an open line of communication in order to make this After School Program safe for your child.

Parents, feel free to discuss any questions or concerns with the Assistant Director/Director any time. An appointment is preferred. Thank you for supporting us to help your child to be trained in Christ.



## Daily Schedule

### Daily Schedule

**2:30 p.m. to 3:10 p.m.**

**Arrival of students.**

Five different buses deliver the children to Severns Valley. The drop off time for each bus is different.

**2:40 p.m. to 3:30 p.m.**

**Restroom/Snacks**

**3:00 p.m. to 3:40 p.m.**

**Gym Time/Station Room (Centers)/  
Homework**

**3:40 p.m. to 4:00 p.m.**

**Worship Time**

We take time every day to share Jesus Christ with the children.

**4:00 p.m. to 5:00**

**Indoor/Outdoor Playground /Gym  
Stations (Centers)/Homework**

**5:00 p.m. to 5:30 p. m.**

**Closing Room**

(Card games, drawing, chess, checkers, board games, music, dancing, choice of games like Red Light Green Light, Mother May I, and Simon Says.)

**5:30 p.m.**

**Children are picked up**

## Daily Activities

Several activities will occur throughout the day. Some of these activities include:

### **Worship**

Worship is the time when we get to share Jesus Christ with the children. We incorporate different ways to share Christ. Music, drama, science experiments, games, activities, etc. are means used in order to keep the children's attention and to tell them about Jesus.

### **Crafts**

Children will participate in different crafts throughout each week. The crafts will pertain to the season, Holiday, or current events.

### **Community Service**

Community Service includes keeping the buses and/or campus clean, and/or sending cards to people who are sick or in the military.

### **Organized Games**

Organized Games include games like soccer, Jedi, Sharks and Minnows, basketball, Four Corners, Crab Soccer, etc.

\*\*Each group will be subject to all these activities. The daily schedule will change depending on the events of that day. A daily schedule will be printed for the staff.\*\*

## General Information

### Medication

- All prescription and non-prescription medicine must be in original bottle and must be clearly labeled.
- For any medicine, there must be a doctor's written order for that particular medicine.
- The doctor must also state how long each child will take that particular medicine.
- Over the counter medicine must be labeled correctly and have the appropriate age of the child on the bottle.
- All medicine will be locked away from children.
- We must keep a written record of each medicine including the date, time, amount, signature of parent and signature of the staff that administered the medicine.
- Parents will have to sign-in medicine on a daily basis.
- A medicine sheet will be provided per child at the front desk for the parents to sign.
- Refrigerated medication will be locked in a separate box away from children.
- Medication will not be administered if medicine has expired.

### Emergencies

Accidents and sudden illnesses can occur and we are prepared to take immediate action. A call to 911 will be made as needed to respond to extreme accidents or emergencies. We will notify parents of an accident or sudden illness immediately. If parents cannot be notified, we will contact the child's physician and continue to call all the numbers on the application form until someone is reached.

**See Waiver Release on Application**

## General Information

### Registration

Call the Child Development Center at 270-737-4151 or 270-765-7822 to receive an application, handbook, and calendar. Please return a completed application form, front and back, and a registration fee of \$30.00 per child. **ALSO PROVIDE A CURRENT IMMUNIZATION CERTIFICATE.**

**We will not accept walk-ins. Each child must be registered to come to the Child Development Center.**

If you have any questions concerning the program, please contact the office.

**EACH CHILD MUST REAPPLY EACH NEW SCHOOL YEAR. THERE IS NO CARRY OVER ON REGISTRATION FORMS OR FEES.**



***Train up a child in the way he  
should go, even when he is old  
he will not depart from it.***

## ***Proverbs 22:6***

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